

Marine Safety Training Guide

Contingency Preparedness Officer – Personal Qualification System

Qualification Code (CP)

This booklet is one section of your personal “on the job training” (OJT) manual. It is your on-the-job guide to qualification as a Contingency Planning Officer. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer) is to observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer must enter his or her name, rate/rank, signature, and initials in the Record of Verifying Officers section.

When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation. Your personnel department (‘Admin’) will enter the appropriate code in your permanent record, to be reflected in your Personal Data Extract (PDE).

Any questions regarding the content and completed answers should be sent to the:

Contingency Preparedness & Response Management School,
USCG Training Center Yorktown
P.O. Box 5000 Yorktown, VA 23690-5000.

Click here for the [CP PQS Manual](#).